

# JOB OPPORTUNITY BULLETIN

## LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



**POSITION: INFORMATION TECHNOLOGY SPECIALIST I, RANGE D (2DP034)**  
**(EQUIVALENT TO: ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST))**

**JOB LOCATION: SACRAMENTO, CALIFORNIA**

**FINAL FILING DATE: NOVEMBER 22, 2002**

**SALARY RANGE: \$4,113 - \$5,000**

**DUTIES AND RESPONSIBILITIES:** Under the general direction of the Customer Services Division Desktop Support Manager, the incumbent functions as a Desktop Computer field technician. The incumbent provides moderately complex desktop computer hardware and software support for system analysis, integration, installation, and maintenance of end user computer equipment connected to a local and wide area network.

**WHO MAY APPLY:** Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Since LDC is under a demonstration project for civil service hiring practices, candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

**HOW TO APPLY:** Submit a standard state application (Std. 678), resume, and cover letter to the Legislative Counsel Bureau Personnel Office, Attn: Lorna Wilson, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the Personnel Office by 5:00 p.m., Friday, November 22, 2002, or be postmarked by this date. Please include 2DP034 after the position title on your application and note how you heard about this position. Technical questions may be directed to Victor DeOliver at (916) 445-4965. Questions regarding how to apply may be directed to the Personnel Office at (916) 341-8330.

**MINIMUM QUALIFICATIONS:** Three years experience configuring, installing, and troubleshooting networked desktop computers and printers in an enterprise. Good knowledge of networked desktop computers and printers. Good knowledge of desktop computer hardware and software products. Good knowledge of networking technologies and protocols to support desktop computers and printers. Ability to configure and integrate moderately complex desktop computer hardware and software for attachment to multi-vendor operating systems and networks. Ability to upgrade moderately complex desktop computer hardware and software with new components and accessories. Ability to establish and maintain cooperative working relationships with others, including customers, team members and peers, and superiors and managers to produce the assigned work products by due dates. Good knowledge of Microsoft Windows NT Workstation v4.0 operating system software. Good knowledge of Microsoft Office application suite software. Ability to use hand tools and diagnostic software. Ability to physically lift and relocate desktop computers and workgroup printers. Ability to communicate with others using Microsoft office application suite software. Demonstrated ability to work well under pressure.

**DESIRABLE QUALIFICATIONS:** Good knowledge of Microsoft Windows 2000 operating system software and the ability to configure and install the software onto desktop computers in a networked enterprise. Good knowledge of Microsoft Windows XP Professional operating system software and the ability to configure and install the software onto desktop computers in a networked enterprise. Microsoft Certified Systems Engineer (MSCE). A+ Certification Core Hardware. A+ Certification Operating System. AA degree in Information Systems, electronics, computer science, or a related field.

**SELECTION INFORMATION:** The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### **OTHER RELATED INFORMATION**

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, administered under the LCB demonstration project, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/jobsrd.cfm>

**THIS IS A COMPETITIVE PROCESS.** If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of these qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

**Interview Scope:** If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.